MANIPUR GAZETTE

E X T R A O R D I N A R Y
PUBLISHED BY AUTHORITY

No. 342 Imphal, Friday, March 20, 2026 (Phalguna 29, 1947)

GOVERNMENT OF MANIPUR
SECRETARIAT: FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)

OFFICE MEMORANDUM

Imphal, the 18th March, 2026

No. PIC-18/56/2025-e-FD : Reference is invited to this Department's Office Memorandum (OM) No. 21/2/2006-FD(PIC) dated 27/12/2013 and OM of even number dated 15/09/2025 laying down the procedure for extension of engagement of persons employed on contractual basis.

2. The matter has been re-examined and, in partial modification of the earlier OMs issued in this regard, it has been decided that the Administrative Department may extend the engagement of person(s) employed on contractual basis without further reference to the Finance Department (PIC), provided that the following conditions are fulfilled:

i. Once the initial engagement of such officer/staff/person for a specific period has been approved by the Cabinet/Governor-in-Council (GiC) on the recommendations of the Committee of Officers (CoO), if the Administrative Department desires to extend the period of contractual engagement beyond the approved period or tenure fixed by the earlier Cabinet/GiC approval, the Department shall obtain approval of the Hon'ble Chief Minister, Manipur through the concerned Minister and the Chief Secretary, Government of Manipur.

ii. All procedures and guidelines prescribed or laid down by the State Government or the Central Government, as the case may be, for engagement of the relevant person(s) on contractual basis have been fully followed by the Department through a transparent process.

iii. Funds for payment of remuneration of the engaged person(s) under the respective Head of Account in the budget of the concerned Department are fully available and have been authorised by the Finance Department.

iv. The Department has not issued any formal appointment order for engagement on contract basis and has engaged the person(s) only by entering into a contract in the format prescribed under this Department's OM No. 20/6/97-FD(PIC)(Pt-VI) dated 19th February, 2005.

v. Specific functions and duties of the person(s) are clearly laid out and incorporated in the contract agreement.

vi. No extension of contractual engagement shall be allowed for more than one year at a time.

3. In case there is any change in the terms and conditions under which the engagement was originally made, the matter shall be placed before the Committee of Officers (CoO).
4. Administrative Secretaries of the concerned Departments shall be personally responsible for any irregularities in contractual engagements or extension of such engagements in contravention of the relevant instructions issued by the State Government from time to time and the applicable project or scheme guidelines.

DR PUNEET KUMAR GOEL,
Chief Secretary (Finance),
Government of Manipur.

Printed at and Published by the Directorate of Printing & Stationery, Government of Manipur.

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Date: 20-03-2026 15:36:30